## **Prior to calling OMS, Supervisors must: Montgomery County Government** • Observe employee directly. Observations must be **Occupational Medical Services** articulable (specific and clear) and contemporaneous "For Cause" Drug/Alcohol Testing -Non-DOT (in real time). • Confer with another supervisor if available. Document observations Supervisor contacts OMS with Is this **for** OMS advises information regarding an employee Cause? as appropriate that may be under the influence of alcohol or drugs. (240) 777-5118 **YES** Note: Results of Drug Test breath alcohol results **OMS Instructs Supervisor** testing are given to **Call Collector:** positive? 1. Meet with Employee. Supervisor **Supervisors should** 2. Give copy of Section 32 of Personnel Regulations to immediately call 240-994-4098, employee identify themselves 3. Complete Forms - Authorization to Obtain Specimen as MC employee, & Authorization to Release Information give name of 4. Call Collector to arrange for testing. NO employee to be tested 5. Accompany employee to OMS for testing. Bring YES and estimate the completed forms (above) to the testing site. time of arrival for 6. Arrange safe transport home for employee testing and arrange OMS emails to meet at 255 Supervisor to MRO interviews Rockville Pike, Suite inform OMS submits written report employee to confirm 125 for testing. of results to Departmental Director or her/his designee

Note: Once the employee is allowed to leave the workplace, testing cannot be done.

indicated in writing